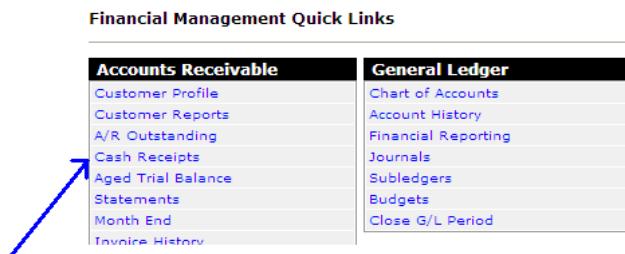


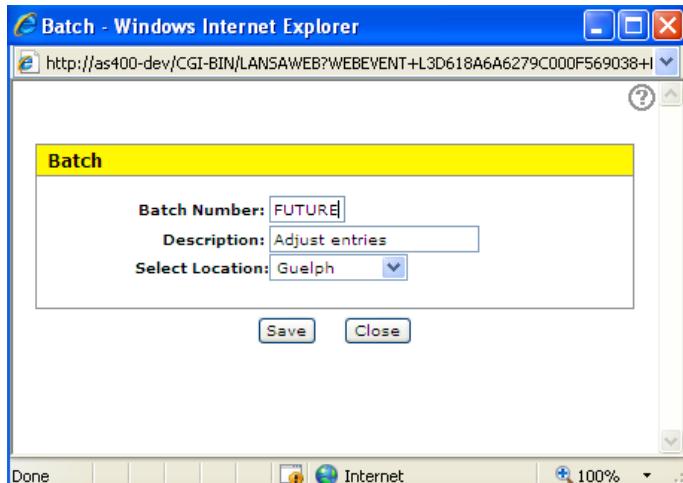
Future Due Accounts Receivable

This process will allow you to adjust a current invoice and make change the due date to a future date to avoid late charges on a customer's account.

In order to do this, you'll need to create a new cash receipts batch. First click on cash receipts under the Accounts Receivable menu



You can use an existing batch or create a new one by clicking on the option at the bottom of the screen to create a new batch. In this case we'll use a new batch



Search for your customer as you normally would and the cash receipts screen will be displayed

The image shows a 'Key Cash Receipts' screen. At the top, there are search fields for 'Select Invoice Number', 'Select Account Number', 'Select Payment Date' (set to 07/25/2007), 'Auto Pay Amount', 'Select Invoice Amount', 'Auto Apply Check Number', and a 'Go >>' button. Below this is a summary section for KARYN PARKS, showing 'Name: KARYN PARKS', 'Business Phone Number: (555) 226-5366', 'Salesperson: Rich Hamm', 'Customer Number: 0225236600', 'Last Invoice: 07/24/2007', 'Type: Open Item', 'Terms: C.O.D.', 'Last Payment: / / 0', 'Average Payment Days: 0', 'A/R Agency Default:'. The main table lists invoices with columns: Invoice Number, Date, Account Number, Location, Invoice Amount, Outstanding Amount, Payment Amount, Date, and Check Number. One invoice is listed: M00836, 07/24/2007, 1040101, Guelph, 13,782.60, 13,782.60, (1 - 1 Of 1). At the bottom, there are buttons for 'A/R Memo - Click here', 'Customer A/R History', 'Total 13,782.60', and various transaction buttons: 'Adjustment', 'Reverse', 'Copy', 'Distribute', 'Clear', 'Pay', 'Pay & Done', 'Subtotal', and 'Done'.

As an example, we're going to adjust this invoice to move it from 07/24/2007 to 12/01/2007. First, put a check mark beside the invoice you want to change-

Invoice Number	Date	Account Number	Location	Invoice Amount	Outstanding Amount	Payment Amount	Date	Check Number
M00836	07/24/2007	1040101	Guelph	13,782.60	13,782.60	<input checked="" type="checkbox"/>		

Then hit the pay button at the bottom and system will automatically fill out the payment details.

Key Cash Receipts Lines to Display: 10

Name: KARYN PARKS Business Phone Number: (555) 226-5366 Salesperson: Rich Hamm

Customer Number: 0225236600
Last Invoice: 07/24/2007 Type: Open Item Terms: C.O.D.
Last Payment: / / Average Payment Days: 0 A/R Agency Default:

Invoice Number	Date	Account Number	Location	Invoice Amount	Outstanding Amount	Payment Amount	Date	Check Number
M00836	07/24/2007	1040101	Guelph	13,782.60	13,782.60	<input type="checkbox"/> -13782.60	07/25/2007	

(1 - 1 Of 1)

A/R Memo - Click here Customer A/R History Total 13,782.60

Then check the box again, but this time hit the Reverse button at the bottom. This will bring up an adjustment window where you can make entries to the item before saving it.

Reverse - Windows Internet Explorer

http://as400-dev/CGI-BIN/LANSAWEB?WEBEVENT+L3D61936F6709300059F903B+DVL

Reverse

Invoice Number: M00836
Invoice Date: 07/24/2007
Account Number: 1040101
Description: KARYN PARKS
Payment Date: 07/25/2007
Payment Amount: 13782.60
Payment Check Number:

Save Close

At this point, change the invoice date to the new date (in this case I'm using 12/01/2007)

Reverse

Invoice Number:	M00836
Invoice Date:	12/01/2007 <input type="button" value="Calendar"/>
Account Number:	1040101 <input type="button" value="Search"/>
Description:	KARYN PARKS
Payment Date:	07/25/2007 <input type="button" value="Calendar"/>
Payment Amount:	13782.60
Payment Check Number:	<input type="text"/>

At this point you'll have paid the original entry and left behind a new entry that's in the future:

Invoice Number	Date	Account Number	Location	Invoice Amount	Outstanding Amount	Payment Amount	Date	Check Number
M00836	07/24/2007	1040101	Guelph	13,782.60	13,782.60	<input type="checkbox"/> -13782.60	07/25/2007	<input type="text"/>
M00836	12/01/2007	1040101	Guelph	KARYN PARKS		<input type="checkbox"/> 13782.60	07/25/2007	<input type="text"/>

[A/R Memo - Click here](#)

[Customer A/R History](#)

Total 13,782.60

You can then update the batch to make the g/l entries as usualy.

Note: In Intellidealer you can only future due an invoice to a date of the current year + 7.
So an invoice keyed in 2007 cannot be made due later than Dec 31/2014.